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Safety

EXPLOSIVE SAFETY OPERATIONS

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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This instruction implements Air Force Policy Directory (AFPD) 91-2, *Safety Programs*. It establishes procedures for controlling the safe handling, movement, storage and protection of explosive cargo transiting Westover Air Reserve Base (ARB). It applies to all Wing personnel involved with handling, movement and storage of explosive commodities. (Reference Air Force Manual (AFMAN) 91-201, *Explosive Safety Standards* and AFMAN 24-204, *Preparation of Hazardous Materials for Military Shipment*.)

1. Responsibilities. The safety and security of explosive cargo and human resources throughout an explosives handling operation is the responsibility of all personnel involved. The unit explosives safety monitor (or alternate) and supervisors overseeing explosive handling operations are responsible for ensuring compliance with this publication.

2. Training. All personnel who are involved with the handling, transport or storage of explosive material must receive workplace specific explosive safety training annually. Training will be conducted within the unit and documented with the unit training section; lesson plans will be coordinated with the Wing Weapons Safety Office.

2.1. All personnel will require hazardous material (HAZMAT) handlers training.

2.2. Supervisors whose personnel are involved in explosive handling operations will require explosive safety training.

3. Areas of Operation. Explosive handling operations are performed by Wing personnel in and between the following areas:

3.1. In-transit munitions storage area (located at Barnes Air National Guard Base, Westfield, MA).

3.2. Aircraft parking for hot cargo.

3.2.1. Primary: Spot 1 (Pad 19).

3.2.2. Alternates: During war time high flow operations the Contingency Aircraft Parking plan will be implemented by Airfield Management. Airfield Management will notify all Wing agencies of the implementation.

3.2.3. Sited limits: Limits for aerial port areas of operation are listed on [Attachment 1](#), Designated Hot Spot Parking. Personnel limits will be determined by the operational requirements. A minimum of one supervisor and one worker is required. Nonessential personnel must vacate the operating area. **NOTE:** Operations outside sited areas must have prior approval from the Wing Safety Office.

4. Safety. A thorough safety briefing given by the supervisor in charge of that operation will precede all explosive handling or movement operations.

4.1. Matches and other flame producing devices are prohibited in any area where explosive operations are conducted.

4.2. Smoking is prohibited in any area where explosive operations are taking place.

4.3. Appropriate fire and chemical hazard symbols must be posted at each location as applicable. Any time a fire or chemical hazard symbol changes the Fire Department will be notified and updated.

4.3.1. In-transit munitions personnel will update the Fire Department during normal duty hours as changes occur.

4.3.2. Special handling personnel will coordinate updates through Information Control at the Westover Command Post as changes occur after hours.

4.4. The buddy system will be utilized during all explosive handling operations. A minimum of two personnel is required for Hazard Class/Division 1.3 and 1.4 materials. Three personnel are required for operations involving Class/Division 1.1, 1.2 and 1.3 (over 100 pounds net explosive weight) materials. The third person will monitor operation safety without becoming directly involved in handling the cargo.

4.5. Net Explosive Weight (NEW) limits and storage compatibility must be complied with at all times (see Table A18.1, Segregation Table for Hazardous Material, and A18.2, Compatibility Table for Class 1 (Explosive) Materials, AFMAN 24-204).

4.6. Appropriate safety equipment will be readily available, serviceable and utilized accordingly when performing explosive handling or movement operations. This equipment includes but is not limited to:

4.6.1. Safety toe shoes.

4.6.2. Gloves.

4.6.3. Hearing protection.

4.6.4. Fire extinguishers.

4.7. When available, instructions applicable to any operation will be on-hand and adhered to. If not available, operating guidance contained in this publication will be utilized.

4.8. Explosive-handling operations will cease when electrical storms are within five miles of Westover ARB.

4.9. Electrical power tools will not be utilized in areas where explosives are temporarily stored or explosive handling operations are being conducted.

4.10. Hand held radios used in or around explosive area or operations will be required to have a “Certified Intrinsically Safe” label affixed. If no label is present, the radio must be turned off until explosive operations are completed.

5. Security. As important as safety is regarding the handling and movement of arms, ammunition and explosive (AA&E), the security of such cargo is equally important.

5.1. A armed escort is required whenever high or very high risk AA& E is transported between a storage location and an aircraft. The owner/user supplies the armed escort official. Risk categories of AA&E can be determined by cross-referencing commodity or special handling codes in AMCI 24-101, Volume 11, *Military Airlift-Cargo and Mail*. Information Control will coordinate armed escorts with the Security Forces Law Enforcement Desk

5.2. An armed sentry is required to protect high and very high risk AA&E in the storage area if the material cannot be provided appropriate alarmed storage. The owner/user is responsible for providing the armed sentry.

5.2.1. In-transit munitions personnel will coordinate sentry requirements with Security Forces during duty hours.

5.2.2. Special handling personnel will coordinate sentry requirements through Information Control at the Command Post after duty hours.

5.2.3. All signature transfer of custody must be completed and properly documented prior to moving cargo requiring such service. Additionally, necessary precautions must be taken to effectively safeguard all other Department of Defense AA&E assets.

6. Methods of Operation.

6.1. Explosive Cargo Reception.

6.1.1. Truck shipments will be received at the transit Munitions Storage Area (located in building 5375) in accordance with AFJI 24-211, Volume 4, *Terminal Facilities Guide*. Air shipments will be received as they are coordinated and cleared by the explosive coordinator in Load Planning. Class/Division 1.4 shipments may be accepted for download in Hanger 3 but will be transferred to the munitions storage area at the earliest opportunity by qualified personnel. When notified of the arrival of an explosive laden aircraft, Base Operations will implement the arrival checklist. In addition Base Operations will insure that the “Dog Patch” training area is clear of all personnel prior to parking any explosive laden aircraft on Hot Spot #1, Pad 19.

6.1.2. All vehicles arriving at Westover ARB with explosive cargo will be inspected at designated locations prior to entering the In-transit Munitions Storage Area.

6.1.2.1. Items marked with an asterisk on the DD Form 626, **Motor Vehicle Inspection**, must be checked.

6.1.2.2. The government bill of lading (GBL) will also be checked to ensure the shipment is destined for Westover ARB or overseas stations supported by Westover ARB.

6.1.2.3. During normal duty hours, In-transit Munitions Storage personnel will accomplish the

above prior to acceptance. After normal duty hours, special handling personnel will perform necessary checks and spot loaded trailers into the secure explosive holding area on Pad 19 for overnight courtesy parking. Driver(s) will be instructed to return anytime after 0800 on the next duty day. Special handling personnel will not sign any documentation accepting accountability or responsibility for trailers or contents.

6.1.2.4. A complete DD Form 626 inspection will be performed prior to downloading explosive laden vehicles.

6.1.3. In the event a suspect vehicle or cargo load arrives at Westover ARB, it will be escorted to the secure explosive holding area, Pad 19 and the Wing Weapons Safety Manager will be notified. A suspect vehicle or load is one that:

6.1.3.1. Shows evidence of tampering or pilferage.

6.1.3.2. Shows signs of damage or unstable explosives.

6.1.3.3. Is determined to be an unsafe off-loading situation. **NOTE:** The Fire Department and Security Forces must be notified whenever posted fire or chemical hazard symbol or risk category changes. Special Handling personnel will notify Information Control who will in turn notify the Fire Department and Security Forces of changes as they occur.

6.2. Explosive Cargo Processing.

6.2.1. After cargo is downloaded, it will be received, inventoried and inspected by special handling personnel for compliance with regulatory requirements prior to onward movement. All shipments must (at a minimum):

6.2.1.1. Be labeled with a DD Form 1387, **Military Shipping Label**.

6.2.1.2. Be certified using a Shipper's Declaration for Dangerous Goods.

6.2.1.3. Be packaged and marked in compliance with Military Standard 129, Standard Practice for Military Marking, and Performance Oriented Packaging (POP).

6.2.2. Once a shipment is determined to be acceptable it will be properly stored. Coordination with the explosive coordinator will be made on how to ship (air or surface) and when.

6.2.3. Shipments not acceptable for airlift will be frustrated to the AMC Customer Branch on an AMC Form 33, **Request of Frustrated Cargo**, for corrective actions. Special handling will initiate SF Form 361, **Transportation Discrepancy Reports**, as required. Qualified personnel must open explosive cargo, which must be opened and repacked, only. Explosive containers will not be opened inside of storage structures.

6.2.4. Shipments arriving with inventory discrepancies or damage to freight will be documented on GBLs. Then initiate SF Form 361 as required.

6.3. Palletized Explosive Cargo Handling Procedures.

6.3.1. Pallet build up and breakdown operations will be performed by certified personnel in accordance with applicable technical orders (TO).

6.3.2. Pallet trains will be built and broken down in the explosive authorized areas.

6.4. Aircraft Placarding. All aircraft containing explosive cargo will be placarded identifying the highest Class/Division hazard present. The placards will be situated at the nose and at the aft cargo door.

6.4.1. Loading team personnel will placard outbound explosive laden aircraft with appropriate fire symbols prior to beginning an upload operation.. The Air Traffic Operations Control (ATOC) ramp coordinator will remove placards when the aircraft blocks out and return them to the appropriate holding area.

6.4.2. Inbound and transiting explosive laden aircraft will be placarded with appropriate fire symbols by the ATOC ramp coordinator when the aircraft blocks in. Team personnel will remove the placards upon completion of any off loading operation. ATOC ramp coordinator will remove placards from transiting aircraft when the aircraft blocks out and return them to the appropriate holding area.

6.4.3. Explosives placards will be maintained by special handling personnel. **NOTE:** Placards placed in the holding areas must read "Drive Safely". Fire symbols are not to be displayed unless signifying the presence of explosives.

6.4.4. Explosive-laden aircraft will be placarded on each major avenue of approach. (Ideally, front, back and on each wing tip.)

6.5. Aircraft Loading And Off-Loading Procedures.

6.5.1. Prior to transporting or beginning an aircraft loading or unloading operation involving weapons or explosives.

6.5.1.1. Information Control must notify the Fire Department and Security Forces providing them with the cargo involved and routes to be utilized. Armed escort must be requested for high and very high risk AA&E commodities.

6.5.1.2. A pre-task safety briefing must be performed.

6.5.1.3. Any fueling operations must be halted.

6.5.1.4. The aircraft must be appropriately placarded.

6.5.1.5. The aircraft must be properly grounded.

6.5.1.6. Material handling and transport equipment must be placarded prior to transporting explosive cargo.

6.5.1.7. Two fire extinguishers must be available at the aircraft.

6.5.1.8. Loading and off-loading of explosive laden pallets is performed the same as for general cargo only with increased safety consciousness.

6.5.2. The Aircraft Loading/Off-loading checklist will be utilized to help ensure a safe operation.

6.5.3. A special handling representative will escort other personnel into and out of the area to control accountability and assist with the operation when required.

6.5.4. Explosive cargo will not be left unattended outside any storage area unless approved by the Wing Safety Manager.

6.6. Storage/ Warehousing. Explosives will be stored in authorized facilities only. Personnel will control storage/warehousing in accordance with AFI 91-201, AFI 31-209 and AFMAN 24-204.

6.6.1. NEW, fire symbol and risk categories will be reported to the Fire Department and Security Forces, respectively, as changes occur throughout periods of operation. Special handling personnel will report changes through squadron supervisors/Information Control.

6.6.2. Perform daily inventories of all cargo (excluding weekends and holidays).

6.6.3. Perform necessary security and safety checks, reporting noted discrepancies to the squadron explosive safety monitor.

6.6.4. Ensure appropriate fire and chemical hazard symbols are posted on each facility.

6.6.5. Coordinate required fire drills semi-annually with Fire Department and maintain a record of response time.

7. Explosive Cargo Transport. Explosive cargo will be transported with the utmost care and in compliance with the following:

7.1. Only designated explosive routes will be utilized.

7.2. Only approved Material Handling Equipment (MHE)/vehicles will be utilized and vehicle inspections performed before hand. Each must be equipped with approved fire extinguishers (two for general purpose vehicles, one for MHE) and placarded on all sides (including front and rear) with appropriate fire symbols.

7.3. Only qualified, licensed operators will be utilized. Approved operators will receive safety training and be tested and certified on the safe transport of explosives. Certified operators will carry an AF IMT 483, **Certificate of Competency**, in their possession stamped "Explosive Trained" to accompany their military vehicle operators license.

7.4. Cargo will be securely fastened to each transport vehicle and inspected by the operation supervisor prior to movement. This includes 463L pallets on forklifts.

7.5. Forklifts will not be utilized to transport explosives outside the immediate area of operations.

8. Night time Explosive Operations.

8.1. Nighttime explosive handling operations (other than routine aircraft upload/downloading and associated transport) is not permitted without the following:

8.1.1. Approval from the Commander or designated representative.

8.1.2. An experienced supervisor being present. The Fire Department and Security Forces informed of the activity along with start and completion times.

8.1.3. Adequate lighting must be established. A minimum of one NF 2 light cart directed towards the immediate operating area is acceptable.

9. Deviations. Deviation from these procedures is not permitted without approval from the Commander or designated representative.

10. Emergency Actions. Operations will cease immediately in the event of a fire at or near the storage area or the unintended detonation or dropping of any explosive device (regardless of where it occurs). The operation supervisor will:

10.1. Evacuate all non-essential personnel to the designated rendezvous point at the proper withdrawal distance.

10.2. Notify the Fire Department at extension 911 or 3818, providing the following information at a minimum:

10.2.1. Type of incident (fire, detonation, dropped object, etc).

10.2.2. Location of incident (be specific).

10.2.3. Number of fires and facilities involved, if necessary.

10.2.4. Size of fire and facilities involved, if a fire has occurred. Request assistance.

10.2.5. Notify the squadron duty officer at extension 3229. Provide the same information provided to the Fire Department along with actions already taken and underway. The duty officer will notify the following:

10.2.5.1. Westover ARB Command Post - 3571.

10.2.5.2. Security Forces - 911.

10.2.5.3. Wing Explosive Safety Manager-2583.

10.3. Requirements for explosive ordinance disposal (EOD) assistance will be determined by the Fire Department, Wing Weapons Safety representative or the on-scene commander and will be coordinated through the Command Post. EOD will require as much information as possible. If available, provide the following:

10.3.1. Type of incident.

10.3.2. Type of munitions involved (national stock number, item nomenclature, quantity and NEW.

10.3.3. Exact location.

10.3.4. Extent of damage.

10.4. Under no circumstances will Aerial Port personnel attempt to fight a fire that has engulfed munitions items or a storage facility. Once this has occurred, immediately evacuate all personnel to proper withdrawal distances.

WALLACE W. FARRIS, JR, Colonel, USAFR
Commander

Attachment 1**DESIGNATED EXPLOSIVE OPERATING AREAS****Designated Hot Spot Parking**

Primary	Spot 1	(Pad 19)	Division 1.1 Through 1.4 (30,000lbs NEW)
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Designated Secure Explosive Holding Area

Primary	Spot 1	(Pad 19)	Division 1.1 Through 1.4 (30,000lbs NEW)
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Hot Spot 1 Can hold the maximum N.E.W. of 30,000 Lbs. HC/D 1.1

Any aircraft containing explosives 1.4, 1.5, or 1.6 with less than 1,000 NEW, will be parked on the east ramp only.

Any aircraft equipped with aircraft defensive systems chaff/flares – can be parked on the north or east ramp with no prohibition.

In transit munitions storage area-located at BARNES Air Guard Base, Westfield, MA

Division 1.1	Explosive A
Division 1.2	Explosive A & B
Division 1.3	Explosive B
Division 1.4	Explosive C- No notification required if NEW is less than 1,000 Lbs.
Division 1.5	Blasting agents- No notification required